Checklist for submitting new volunteer opportunities

Please provide the following additional information to Kimberly Lowe (clubs) or Craig Little (societies) after you have suggested a volunteer opportunity on Ohio State VolunteerMatch – volunteer.osu.edu. They will review your submissions and either approve them or reach out to you for more information.

- What is the minimum age required for your project? (i.e. can children participate?)
- What search radius do you want to include in this opportunity? (i.e. 43210-15) Default coverage is based on the zip code listed on your volunteer opportunity. Indicate a choice below if you need another search radius.
  
  **Search radius choices with Columbus as an example:**
  
  - Current zip code listed only
  - Columbus, OH
  - Metro County of Franklin
  - State of Ohio
  - National

- Do you want to have hours automatically added to the participant’s record? If so, how many hours? (i.e. 4 hours per volunteer)
- Do you want to add a photo to your opportunity?
- Do you have any custom questions to add to this opportunity? You can add up to 5 questions. (i.e. what size t-shirt do you need?)
- Do you have a special greeting you want volunteers to receive once they sign up? If not, they will receive the standard greeting (aka confirmation email)
- Do you have any documents to attach to your opportunity? (i.e. club/society activity interest form)
- You can send a pre-project alert before the opportunity reminding volunteers. Would you like to schedule an alert? If so, what do you want it to say? How far in advance of the event date do you want it sent? Any specific information you want to add? (i.e. a map of the park area)
- You can also send a post project message. Do you want to schedule a post event message? If so, what do you want it to say? (i.e. thanks for participating in our clean-up project!)

Office of Volunteer Relations